



STATE  
OF  
GEORGIA

31-08  
Application for X2  
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

PAGE  
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1. Application Date November 7, 1972	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 7-72		Date Received OCT 27 1972	Application No. 477 Date Completed DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Defense Civil Defense Division - RADEF Section P. O. Box 18055 Atlanta, Georgia 30316		4. Person to Contact Chester D. Gray	
		5. Working Title RADEF Officer	6. Tel. No. 627-2471 Ext 216

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series July 1, 1971-To Date	9. Exact Series Title State & Local Government Radiological Defense Files
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10. What is the function of the office in which this record series is created?  
The function of the Radiological Defense (RADEF) Section is to organize, staff, equip and provide training assistance for RADEF services at state and local facilities.  
Prepare State Operational RADEF Plans.  
Assist local Civil Defense organizations by providing:  
Guidance materials, which define and describe their RADEF responsibilities.  
Appropriate training support programs.  
Sufficient supplies of monitoring instrumentation.  
Instrument repair and calibration services.  
Evaluate RADEF statewide capabilities through test and exercises.  
Conduct operations in the field and assist area directors in natural disaster recovery actions when necessary.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  
Documents relating to Radiological Defense operations in county and local organizations.  
Included are county and local organization's operation reports and correspondences relating to county and local organizations RADEF programs.  
The file is arranged alphabetically including both county and local organizations by organizational title.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	8	12		4	6
Legal-size File Drawers	None	None	Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)
				This Year's	Last Year's
				Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	6	1
				1	1

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☐ [ ] ☐ [X]
15. Is the information contained in this series ever summarized or published? ☒ [X] ☐ [ ]  
Attach copy of summary or publication. In annual report to Governor
16. Does the series contain classified information requiring security handling? ☐ [ ] ☐ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☐ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☐ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☐ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☐ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☐ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [ ] ☐ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 5 years:

- a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [X] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

To keep records of RADEF Training.

To keep records of RADEF Instrumentation inventory.

To keep records of RADEF Instrument repair and calibration services.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☒ [X] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

- ☒ [X] Hold in the current files area 1 month(s)/ 1 year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [ ] Local Holding Area; hold 4 year(s):
- ☒ [X] Destroy.
- ☐ [ ] Transfer to State Archives for permanent retention.
- ☐ [ ] Destroy immediately after cut-off.
- ☐ [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Joseph B. Orange</i>	16 Nov 72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee		
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Gilly J. Clark</i>	11-17-72
	State Auditor/Designee		
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>William M. Nijer</i>	12-27-72
	Secretary of State/Designee		
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Carroll Hart</i>	12-21-72
	Attorney General/Designee		
	<input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [ ] Disapproved	<i>Robert H. Steel</i>	12-22-72

STATE RECORDS  
COMMITTEE